



New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	III	Administrative Policies	
Chapter:	E	Administration	1-1-2018
Subchapter:	1	Administration	
Issuance:	01-2018	Employee Photo Identification Card	

Purpose:

The purpose of this policy is to ensure that all Department of Children and Families (DCF) employees wear his or her State-issued employee photo identification card at all times while conducting DCF business to help maintain the safety and security of all employees and DCF premises.

Scope:

This policy applies Department-wide.

Policy:

A) Employees Must Wear State-Issued Employee Identification

- Employees shall wear his or her State-issued employee photo identification card in a visible area on his or her person at all times while conducting DCF business.
- Employees who report to work without his or her state-issued employee photo identification card, and all visitors and guests, shall be granted a temporary guest decal. This decal shall be worn at all times.
- Repeated misplacement or loss of identification or failure to wear identification may result in disciplinary action.

Procedures:

A) New, Expired, Lost, or Stolen Photo Identification Cards

1. Promptly report to Facilities Support at 609-888-7170, or complete the Identification Card Application Form, if a new photo identification card is required for a new employee, or for a current employee whose card is expired, lost, or stolen so that necessary security precautions can be taken.
2. A \$10 replacement fee is required for replacement of photo identification cards (check or money order should be made out to Treasurer, State of NJ, and submitted to Facilities Support, CC #933).

Forms and Attachments:

- Identification Card Application Directions:
<http://www.dcf.state.nj.us/hr/Documents/Personnel%20Services/IDENTIFICATION%20CARD%20APPLICATION%20DIRECTIONS.docx>
- Identification Card Application Form:
<http://www.dcf.state.nj.us/hr/Documents/Personnel%20Services/IDENTIFICATION%20CARD%20APPLICATION%20FORM.docx>